

Vacancy Announcement No. / Position Title

[FSN# 2012/04 \(T\) / Voucher Examiner \(PSU\)](#)

[FSN# 2012/04 / Voucher Examiner \(PSU\)](#)

[FSN# 2012/48 \(T\) / Mason](#)

[FSN# 2012/48 / Mason](#)

[FSN# 2012/101 \(T\) / Painter](#)

[FSN# 2012/101 / Painter](#)

[FSN# 2013/2 / Chauffeur \(2 positions\)](#)

[FSN# 2013/3 / Security Technician](#)

[FSN# 2013/5 \(T\) / Purchasing Agent](#)

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[FSN# 2013/13 \(T\) / Nurse](#)

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[FSN# 2013/14 \(T\) / Consular Clerk](#)

[FSN# 2013/14 / Consular Clerk](#)

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[FSN# 2013/17 \(T\) / Administrative Assistant \(Operation and Property Manager\)](#)

[FSN# 2013/17 / Administrative Assistant \(Operation and Property Manager\)](#)

[FSN# 2013/20 \(T\) / Human Resources Assistant \(Training\)](#)

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[FSN# 2013/21 \(T\) / Computer Management Assistant \(Helpdesk\) \(2 positions\)](#)

[FSN# 2013/21 / Computer Management Assistant \(Helpdesk\) \(2 positions\)](#)

[FSN# 2013/22 \(T\) / Computer Management Assistant \(LAN\)](#)

[FSN# 2013/22 / Computer Management Assistant \(LAN\)](#)

[FSN# 2013/24 \(T\) / Administrative Clerk](#)

[FSN# 2013/24 / Administrative Clerk](#)

[FSN# 2013/25 \(T\) / Visa Assistant](#)

[FSN# 2013/25 / Visa Assistant](#)

[FSN# 2013/26 / Administrative Clerk](#)

[FSN# 2013/27 / Mail Clerk](#)

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[FSN# 2013/29 / Administrative Management Specialist](#)

FSN# 2012/04 (T)
Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-7; FP-7 (Trainee)

OPENING DATE: September 21, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 39,994 per annum (minimum starting salary)
(Position Grade: FP-7 to be confirmed by Washington)

Ordinarily Resident (OR): THB 480,033 per annum (minimum starting salary)
(Position Grade: FSN-7)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo in an application form (DS-174) or resume that provided the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/04

Voucher Examiner (PSU)

OPEN TO: All Interested Candidates

POSITION: Voucher Examiner (PSU), FSN-8; FP-6

OPENING DATE: September 21, 2012

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Not Ordinarily Resident (NOR): USD 44,737 per annum (minimum starting salary)
(Position Grade: FP-6 to be confirmed by Washington)

Ordinarily Resident (OR): THB 574,907 per annum (minimum starting salary)
(Position Grade: FSN-8)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Voucher Examiner (PSU) in the Post Support Unit, Global Financial Service Center (GFSC) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Perform work consisting of the examination and audit for accuracy, legality, compliance with regulations, and justification of vouchers, invoices, claims, and other requests for payment from customer posts. Responsible for processing post assignment travel vouchers for all overseas posts, vendor vouchers, E2 vouchers and ILMS voucher from Post Support Unit (PSU) client posts. The incumbent is relied on by the Certifying Officer to forward only correct, legal, and proper vouchers for certification. Assures compliance with regulations and correct computation on the basis of supporting documents submitted by U.S. Embassy Finance Offices worldwide, or through contact with program officials, travelers and vendor's/contractors. Must ensure compliance with Federal, DoS, PSU and individual client post policies. When vouchers are rejected, incumbent must provide detailed and tactful explanations of the regulation or policy to the submitter and inform them of the necessary corrective action.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Two years post secondary study at College or University (High Vocational School or equivalent);

(2) Two years of progressively experience responsible work in finance, accounting, bookkeeping or related financial field;

(3) Level IV (Fluent) speaking, reading, writing and understanding of English and Thai (TOEIC score at **855** or higher). The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) A thorough knowledge of applicable sections of the Foreign Affairs Manual and Handbooks, Federal Travel Regulations, JFTR, DSSR CDC Handbook and USAID's ADS.

PLEASE ATTACH A COPY OF TRANSCRIPT AND VALID OFFICIAL TOEIC SCORE REPORT.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

SALARY RANGE:

The minimum starting salary for a fully qualified applicant is as advertised above. Actual salary of the successful candidate will be based on various criteria including, but not limited to: educational qualification, work experience, prior salary history and job knowledge.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) If short-listed for an interview, a valid TOEIC score is required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID".

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: Until filled

FSN# 2012/48 (T)

Mason

OPEN TO: All interested Candidates

POSITION: Mason, FSN-4, FP-AA (Trainee)

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must be able to operate various hand tools, power equipment and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/48

Mason

OPEN TO: All interested Candidates

POSITION: Mason, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mason in the Facilities Management (FM), located at Rajdamri Compound, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

To perform at journeyman level in masonry and building construction trade. Duties involve daily maintenance, repair and construction work of concrete floors, surfaces and pavement; masonry walls or masonry structures; wall tiles and floor tiles of the buildings and facilities maintained by the post. Work includes removal of concrete or masonry structures, alteration, rehabilitation and restoration of the buildings and facilities of the post.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High School (Mathayom 6);
- (2) Two years of experience in building construction work;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English (TOEIC score of **400** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Must be able to operate various hand tools, power equipment, and instrument;
- (5) Ability to drive and possess a valid Thai driver's license.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/101 (T)

Painter

OPEN TO: All interested Candidates

POSITION: Painter, FSN-4, FP-AA (Trainee)

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full/Part-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Starting salary and final grade will be determined by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Painter in the Facilities Management Office (FM), Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Perform full journeyman level in painting trade. Perform duties involved in coating, painting, finishing and refurnishing all exposed surface of buildings, structures and furniture of various government held properties.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High school (Mathayom 6);
- (2) Two-year experience as a fully qualified journey;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and Level I (Rudimentary Knowledge) speaking/reading/writing in English. The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When fully qualified, U.S. citizen Eligible Family Members (AEFMs) who are U.S. Veterans will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai driver's license are required to be submitted with the application package.
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- (5) For non-Thai citizens, please also submit a copy of residence permit.
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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2012/101

Painter

OPEN TO: All Interested Candidates

POSITION: Painter, FSN-5, FP-9

OPENING DATE: October 26, 2012

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Starting salary and final grade will be determined by Washington)

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- (2) Two-year experience as a fully qualified journey;
- (3) Level II (Limited Knowledge) speaking/reading/writing in English and Thai (TOEIC score of **400** or higher). **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;
- (4) Ability to operate various hand tools, power equipment, instruments and computer;
- (5) Ability to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

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ADDITIONAL SELECTION CRITERIA:

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- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/2

Chauffeur (2 positions)

OPEN TO: All Interested Candidates

POSITION: Chauffeur, FSN-3; FP-BB

OPENING DATE: January 25, 2013

CLOSING DATE: Until filled

WORK HOURS: Full-time; 48 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3, THB 263,482 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-BB

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Chauffeur in its General Services Office/Motor Pool (GSO/MT), located at Rajdamri compound, American Embassy, Bangkok.

BASIC FUNCTIONS REQUIRED:

Drive motor pool sedans, station wagons, vans, trucks and/or buses used in transporting personnel, supplies and equipment for the Embassy and supported agencies. Assignments may involve working extended hours, on weekends or on holidays.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Secondary school (Mathayom 6);
- (2) Two-year experience as a professional chauffeur;
- (3) Level II (limited knowledge) speaking/reading/writing Thai and English. **The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Familiarity with the Bangkok road system, the location of Thai government offices and nearby cities;
- (5) Able to drive and possess a valid Thai driver's license;
- (6) Possess basic automotive mechanical skill.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM)s and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
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- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2013/3
Security Technician

OPEN TO: All interested Candidates

POSITION: Security Technician, FSN-6, FP-8

OPENING DATE: January 4, 2013

CLOSING DATE: Until Filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL NONORDINARILY RESIDENT (NOR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Security Technician in its Engineering Service Center (ESC), located at 95 Wireless Road, American Embassy Bangkok.

BASIC FUNCTIONS REQUIRED:

Provide the repair and/or maintenance as well as installation service of unclassified technical security equipment in various designated post under the East Asia and Pacific Region including Bangkok, Chiang Mai, Phnom Penh, Vientiane and Rangoon.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of High Vocational Degree in Electronics/Electrical/Mechanical Engineering;
- (2) Five years of experience in major repairs and installation of electrical and heavy duty mechanical equipment;
- (3) Level III (Good Working Knowledge) speaking/reading/writing in English and Thai (TOEIC score of **600** or higher). **The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must be able to use the Computer Aided Design (CAD) software to create wiring diagrams and drawing the installed equipment;
- (5) Must be able to drive and possess a valid Thai's driver license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript and a copy of Thai's driver license are required to be submitted with the application package.
- (4) If short listed for an interviewed, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (6) For non-Thai citizens, please also submit a copy of residence permit.
- (7) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: Until Filled

FSN# 2013/5 (T)
Purchasing Agent

OPEN TO: All interested Candidates

POSITION: Purchasing Agent, FSN-6, FP-8

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Purchasing Agent in its Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn-tai Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for soliciting, negotiating, awarding, administering contracts, coordinating delivery and arranging security requirements for contractors. The incumbent uses a wide range of contracting techniques and commercial business skills to support JUSMAGTHAI, other shore activity commands and Non Combatant Exercise Operations.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Commercial School;
- (2) At least one year of experience in contracting, procurement or related fields;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and Level III (Good Working Knowledge) speaking, reading, writing and understanding of English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be able to type 40 WPM and have general knowledge of personal computers and inherent associated software such as word processing, spreadsheets, email and using the internet;
- (5) Must have good interpersonal skills.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/5
Purchasing Agent

OPEN TO: All interested Candidates

POSITION: Purchasing Agent, FSN-7, FP-7

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Purchasing Agent in its Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn-tai Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

The incumbent is responsible for soliciting, negotiating, awarding, administering contracts, coordinating delivery and arranging security requirements for contractors. The incumbent uses a wide range of contracting techniques and commercial business skills to support JUSMAGTHAI, other shore activity commands and Non Combatant Exercise Operations.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Commercial School;
- (2) At least two years of experience in contracting, procurement or related fields;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and Level III (Good Working Knowledge) speaking, reading, writing and understanding of English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be able to type 40 WPM and have general knowledge of personal computers and inherent associated software such as word processing, spreadsheets, email and using the internet;
- (5) Must have good interpersonal skills.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

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CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/13 (T)
Nurse

OPEN TO: All interested Candidates

POSITION: Nurse, FSN-7, FP-7 (Trainee)

OPENING DATE: February 15, 2013

CLOSING DATE: February 28, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Nurse in its Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn-tai Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a Health benefits advisor and healthcare clinician for referral/case/utilization manager to United States Department of Defense beneficiaries enrolled in TRICARE Prime.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's Degree in Nursing with licensing requirements of nurse practicing in Thailand (must provide a copy of the license);
- (2) At least two years of experience in nursing, healthcare and therapy;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have knowledge of patient records and charts as well as medical procedures and diagnoses;
- (5) Experience with Microsoft software (Word, Excel, PowerPoint, etc).

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM)s and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM)s CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: February 28, 2013

"This is a re-advertisement of announcement from February 7, 2013. Applications previously received will also be considered."

FSN# 2013/13

Nurse

OPEN TO: All interested Candidates

POSITION: Nurse, FSN-8, FP-6

OPENING DATE: February 15, 2013

CLOSING DATE: February 28, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Nurse in its Joint US Military Advisory Group Thailand (JUSMAGTHAI) Office, located on the 7 Sathorn-tai Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a Health benefits advisor and healthcare clinician for referral/case/utilization manager to United States Department of Defense beneficiaries enrolled in TRICARE Prime.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor's Degree in Nursing with licensing requirements of nurse practicing in Thailand (must provide a copy of the license);
- (2) At least three years of experience in nursing, healthcare and therapy;
- (3) Level IV (Fluent) speaking/reading/writing in Thai and English (TOEIC score of **855** or higher). **The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Must have knowledge of patient records and charts as well as medical procedures and diagnoses;
- (5) Experience with Microsoft software (Word, Excel, PowerPoint, etc).

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 28, 2013

“This is a re-advertisement of announcement from February 7, 2013. Applications previously received will also be considered.”

FSN# 2013/14 (T)
Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-5; FP-9 (Trainee)

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Backs up other LES, including for emergency ACS.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) At least one year work experience in a position with substantial customer service requirements;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must complete or demonstrate ability to complete the Foreign Service Institute consular correspondence courses before being eligible for the full performance level;

(5) Must be able to type quickly and accurately to do data entry in computer systems and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office);

(6) Must be client-oriented, with good interpersonal skills.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/14
Consular Clerk

OPEN TO: All Interested Candidates

POSITION: Consular Clerk, FSN-6; FP-8

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Consular Clerk, located at U.S. Consulate General, 387 Witchayanon Road, **Chiang Mai**.

BASIC FUNCTION OF POSITION:

Performs routine American Citizen Services (ACS) and Nonimmigrant Visa (NIV) processing, including handling inquiries and service requests; application intake, review, and screening; data entry, photo capture, and fingerprint collection; and printing and quality control. Handles correspondence related to routine inquiries. Backs up other LES, including for emergency ACS.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of at least two years post secondary study at college or university (high vocational school or equivalent);
- (2) At least one year work experience in a position with substantial customer service requirements;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Must have successfully completed the Foreign Service Institute consular correspondence courses;
- (5) Must be able to type quickly and accurately to do data entry in computer systems and use a variety of office machines (particularly computers and peripherals such as scanners, printers, and digital cameras) and common software programs (particularly MS Office);

(6) Must be client-oriented with good interpersonal skills.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

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CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/15 (T)
Acquisition Assistant

OPEN TO: All Interested Candidates

POSITION: Acquisition Assistant, FSN-7 (Trainee)

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Acquisition Assistant in the U.S. Agency for International Development/Asia Regional Training Center (USAID/ARTC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as an Acquisition Agent providing overall procurement support related to the Asia Regional Training Center (ARTC) and also supports U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA) including China, Vietnam, Burma, Laos, and other South-Asia missions. He/she procures a variety of commodities and services by contract, purchase order (PO), blanket purchase agreement, or delivery order from local and off-shore sources. Off-shore sources include but are not limited to required suppliers such as GSA contract vendors. The job holder is also responsible for contract negotiation and leasing requirements for regional posts as well as determining best value to the government and negotiating price, payment terms, and other aspects of the contract. The incumbent prepares payment vouchers as necessary, ensures that all documentation pertaining to any procurement action is promptly filed and/or distributed to appropriate parties, and also ensures contracts are closed out in a timely manner. The incumbent will serve as the backup sub cashier in the absence of the incumbent who is responsible for the duty as a primary function.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's Degree in Accounting, Finance, Business, Economics or related degree in Social Science or Arts;

- (2) At least two years of experience in procurement, contract management, logistics or a related field with international organization or English-speaking environment;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score of **855** or higher);
- (4) Must possess exceptional interpersonal skills with an ability to interact with a diverse population of clients, vendors, and contractors in the context of contract management and administration;
- (5) Must be able to adeptly and clearly articulate the U.S. government's requirements, rules, and regulations as well as negotiate and articulate specific issues related to a specific procurement;
- (6) Must be skilled in determining the responsiveness of price and/or cost proposals through analysis of cost elements, and have excellent writing skills to be able to write negotiation memos that clearly explain why a vendor/contractor is the best value taking into consideration cost and technical requirements.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/15
Acquisition Assistant

OPEN TO: All Interested Candidates

POSITION: Acquisition Assistant, FSN-8

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (minimum starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Acquisition Assistant in the U.S. Agency for International Development/Asia Regional Training Center (USAID/ARTC) located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Serves as an Acquisition Agent providing overall procurement support related to the Asia Regional Training Center (ARTC) and also supports U.S. Agency for International Development/Regional Development Mission for Asia (USAID/RDMA) including China, Vietnam, Burma, Laos, and other South-Asia missions. He/she procures a variety of commodities and services by contract, purchase order (PO), blanket purchase agreement, or delivery order from local and off-shore sources. Off-shore sources include but are not limited to required suppliers such as GSA contract vendors. The job holder is also responsible for contract negotiation and leasing requirements for regional posts as well as determining best value to the government and negotiating price, payment terms, and other aspects of the contract. The incumbent prepares payment vouchers as necessary, ensures that all documentation pertaining to any procurement action is promptly filed and/or distributed to appropriate parties, and also ensures contracts are closed out in a timely manner. The incumbent will serve as the backup sub cashier in the absence of the incumbent who is responsible for the duty as a primary function.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Bachelor's Degree in Accounting, Finance, Business, Economics or related degree in Social Science or Arts;

- (2) At least three years of experience in procurement, contract management, logistics or a related field with international organization or English-speaking environment;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score of **855** or higher);
- (4) Must possess exceptional interpersonal skills with an ability to interact with a diverse population of clients, vendors, and contractors in the context of contract management and administration;
- (5) Must be able to adeptly and clearly articulate the U.S. government's requirements, rules, and regulations as well as negotiate and articulate specific issues related to a specific procurement;
- (6) Must be skilled in determining the responsiveness of price and/or cost proposals through analysis of cost elements, and have excellent writing skills to be able to write negotiation memos that clearly explain why a vendor/contractor is the best value taking into consideration cost and technical requirements.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/16 (T)
Antenna Technician

OPEN TO: All interested Candidates

POSITION: Antenna Technician, FSN-6, FP-8, Trainee

OPENING DATE: February 1, 2013

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Board for International Broadcasting is seeking an individual for the position of Antenna Technician in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at Amphur Ban Dung, Udon Thani Province.

BASIC FUNCTIONS REQUIRED:

Performs preventative and corrective maintenance on 25 curtain antennas, towers, ground works switching equipment, delay lines, and balanced transmission lines. The incumbent climbs towers and works on suspended rigs to accomplish maintenance activities on curtain antennas and screens. Must be familiar with safety practices for working at heights up to 500 feet. Also required to troubleshoot and repair electronics equipment to the component level.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Vocational College or Commercial School;
- (2) At least two years of experience as an antenna rigger, transmitter repair technician or electrical power line installation or maintenance;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and level II (rudimentary knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

- (4) Ability to use with full competence all the tools involved in the rigging trade and must be able to climb antenna towers up to 500 feet in height to perform the required maintenance;
- (5) Must have a basic computer skill;
- (6) Must possess a valid driving license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM's) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM's CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2013/16
Antenna Technician

OPEN TO: All interested Candidates

POSITION: Antenna Technician, FSN-7, FP-7

OPENING DATE: February 1, 2013

CLOSING DATE: Until filled

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The Board for International Broadcasting is seeking an individual for the position of Antenna Technician in the International Broadcasting Bureau, Thailand Transmitter Site (IBB/TTS), located at Amphur Ban Dung, Udon Thani Province.

BASIC FUNCTIONS REQUIRED:

Performs preventative and corrective maintenance on 25 curtain antennas, towers, ground works switching equipment, delay lines, and balanced transmission lines. The incumbent climbs towers and works on suspended rigs to accomplish maintenance activities on curtain antennas and screens. Must be familiar with safety practices for working at heights up to 500 feet. Also required to troubleshoot and repair electronics equipment to the component level.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Vocational College or Commercial School;
- (2) At least three years of experience as an antenna rigger, transmitter repair technician or electrical power line installation or maintenance;
- (3) Level III (good working knowledge) speaking/reading/writing in Thai and level II (rudimentary knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **400** or higher with application, or application will not be considered);

- (4) Ability to use with full competence all the tools involved in the rigging trade and must be able to climb antenna towers up to 500 feet in height to perform the required maintenance;
- (5) Must have a basic computer skill;
- (6) Must possess a valid driving license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM)s and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered “VALID”. ONLY EFM)s CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant’s work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position

title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: Until filled

FSN# 2013/17 (T)

Administrative Assistant (Operation and Property Manager)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant (Operation and Property Manager), FSN-7, FP-7, Trainee

OPENING DATE: February 8, 2013

CLOSING DATE: February 28, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant (Operation and Property Manager) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Serves as an Operations and Property Manager for CDC Thailand office and is responsible for overseeing inventorying, property management, general operations, shipping/receiving, and motor pool management--providing guidance and support in these areas to all CDC programs operating in Thailand. This includes all aspects of property and inventory management including serving as property custodial, as well as management of USG official vehicle fleet and drivers operating in Thailand. The incumbent is responsible for the planning, implementing, and oversight of these services, as well as monitoring, evaluating, and recommending improvements in services. The incumbent is a key member of the Management and Operations team and works closely with the Deputy Director and takes on special projects as they arise.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of Bachelor degree in Social Sciences, Business Administration, or Liberal Arts is required;
- (2) Minimum of two years of progressively responsible work experience in administrative management or operational support of service-delivery projects with an international agency, with one year experience as a supervisor;

(3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score at **855** or higher) ** The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;

(4) Must have experience working with logistics including arranging/coordinating/overseeing the transportation of items and people for complex organization;

(5) Must also have proficiency in Microsoft office (Word, Excel & Access), E-mail and Internet.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 28, 2013

FSN# 2013/17

Administrative Assistant (Operation and Property Manager)

OPEN TO: All Interested Candidates

POSITION: Administrative Assistant (Operation and Property Manager), FSN-8, FP-6

OPENING DATE: February 8, 2013

CLOSING DATE: February 28, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Assistant (Operation and Property Manager) in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Serves as an Operations and Property Manager for CDC Thailand office and is responsible for overseeing inventorying, property management, general operations, shipping/receiving, and motor pool management--providing guidance and support in these areas to all CDC programs operating in Thailand. This includes all aspects of property and inventory management including serving as property custodial, as well as management of USG official vehicle fleet and drivers operating in Thailand. The incumbent is responsible for the planning, implementing, and oversight of these services, as well as monitoring, evaluating, and recommending improvements in services. The incumbent is a key member of the Management and Operations team and works closely with the Deputy Director and takes on special projects as they arise.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of Bachelor degree in Social Sciences, Business Administration, or Liberal Arts is required;

(2) Minimum of three years of progressively responsible work experience in administrative management or operational support of service-delivery projects with an international agency, with one year experience as a supervisor;

(3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score at **855** or higher) **The candidate's eligibility will be based on submission of a qualifying English Language TOEIC score tested no earlier than two years from the submission date;

(4) Must have experience working with logistics including arranging/coordinating/overseeing the transportation of items and people for complex organization;

(5) Must also have proficiency in Microsoft office (Word, Excel & Access), E-mail and Internet.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: February 28, 2013

FSN# 2013/20 (T)

Human Resources Assistant (Training)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Training), FSN-6 (Trainee Level)

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (minimum starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant (Training) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Executive Office (EXO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides complete oversight for RDMA and its constituent posts' trainings and employee development programs and activities. The incumbent is mainly responsible for developing short and long-term training and development goals, including designing, coordinating, facilitating and managing the development activities of all employees. In addition, the incumbent coordinates award programs, Thai student intern and U.S. summer hire programs as well as assist with travel authorizations and general human resources management functions.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Human Resources Management/Development, Business Administration, Social Sciences or Arts;
- (2) At least two years of progressively related experience in Human Resources Management or Development with Multi/international organization;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score of **855** or higher);

- (4) Good working knowledge and understanding of professional Human Resources Management/ Development principles, theories, and practices;
- (5) Ability to perform a broad range of personnel administration i.e. training and development, Award administration, HRIS, advisory and other human resources administrative services;
- (6) Proficient in computer and standard office software. Ability to plan, organize, meet deadlines, set priorities, and communicate effectively with individual at all levels of an organization.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/20

Human Resources Assistant (Training)

OPEN TO: All Interested Candidates

POSITION: Human Resources Assistant (Training), FSN-7

OPENING DATE: February 1, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (minimum starting salary)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Human Resources Assistant (Training) in the U.S. Agency for International Development/ Regional Development Mission for Asia (USAID/RDMA) Executive Office (EXO), located at Athenee Tower, Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent provides complete oversight for RDMA and its constituent posts' trainings and employee development programs and activities. The incumbent is mainly responsible for developing short and long-term training and development goals, including designing, coordinating, facilitating and managing the development activities of all employees. In addition, the incumbent coordinates award programs, Thai student intern and U.S. summer hire programs as well as assist with travel authorizations and general human resources management functions.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Human Resources Management/Development, Business Administration, Social Sciences or Arts;
- (2) At least three years of progressively related experience in Human Resources Management or Development with Multi/international organization;
- (3) Level IV (Fluent) speaking, reading, writing and understanding of Thai and English (TOEIC score of **855** or higher);

- (4) Good working knowledge and understanding of professional Human Resources Management/ Development principles, theories, and practices;
- (5) Ability to perform a broad range of personnel administration i.e. training and development, Award administration, HRIS, advisory and other human resources administrative services;
- (6) Proficient in computer and standard office software. Ability to plan, organize, meet deadlines, set priorities, and communicate effectively with individual at all levels of an organization.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/21 (T)

Computer Management Assistant (Helpdesk) (2 positions)

OPEN TO: All interested Candidates

POSITION: Computer Management Assistant (Helpdesk), FSN-6; FP-8, Trainee

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (Helpdesk) in its Information Resources Management Office/Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelors' degree in Computer Science or a closely related field;
- (2) Two years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel, and PowerPoint.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkcrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/21

Computer Management Assistant (Helpdesk) (2 positions)

OPEN TO: All interested Candidates

POSITION: Computer Management Assistant (Helpdesk), FSN-7; FP-7

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (Helpdesk) in its Information Resources Management Office/Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Serve as a key technical support provider, providing technical support to Bangkok and Chiang Mai staff on the use of computer system resources. Duties includes WAN, LAN, Server, Workstation and application trouble-shooting, and when necessary user training, as well as resolve telephonically or via remote diagnostic tools those calls that can be resolved without on-site intervention.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelors' degree in Computer Science or a closely related field;
- (2) Three years of experience in IT service, administrative function or a related field;
- (3) Level III (Good working knowledge) in both Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Must be proficient in the operation, support and troubleshooting of the Microsoft Operating Systems and Office products i.e. Windows 2003 Server Active Directory, Exchange, Windows XP, Word, Excel, and PowerPoint.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/22 (T)

Computer Management Assistant (LAN)

OPEN TO: All interested Candidates

POSITION: Computer Management Assistant (LAN), FSN-7; FP-7, Trainee

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelors' degree in Engineering, Computer Science, Management Information System or a closely related field;
- (2) One year of experience in complex PC, Local Area Network(LAN) and Wide Area Works (WAN) environment;
- (3) Level IV (Fluent) in English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Familiar with systems analysis and basics of LAN/WANs;

(5) Able to maintain all LAN components, including hardware, cables, disk operating software, applications and utilities software, various interface cards, hard disk drives and PCs.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/22

Computer Management Assistant (LAN)

OPEN TO: All interested Candidates

POSITION: Computer Management Assistant (LAN), FSN-8; FP-6

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-6

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Computer Management Assistant (LAN) in its Information Resources Management Office/Information System Center (IRM/ISC), located at GPF Witthayu Building, Wireless Road, Bangkok.

BASIC FUNCTIONS REQUIRED:

Provides technical support to Embassy and Consulate staff on the use of computer systems resources. The work involves adapting various work processes to LAN system capabilities and ensuring that the Local Area Network supports Mission operations and facilitates the use of computers to meet Mission goals. Provides user support, LAN and PC troubleshooting, and when necessary provides some user training.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelors' degree in Engineering, Computer Science, Management Information System or a closely related field;
- (2) Two years of experience in complex PC, Local Area Network(LAN) and Wide Area Works (WAN) environment;
- (3) Level IV (Fluent) in English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);
- (4) Familiar with systems analysis and basics of LAN/WANs;

(5) Able to maintain all LAN components, including hardware, cables, disk operating software, applications and utilities software, various interface cards, hard disk drives and PCs.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFMs) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will *only* accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/24 (T)
Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-4; FP-AA, Trainee

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-4, THB 251,050 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-AA (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for conveyance of checks, reports, etc. to CGFS Bangkok serviced posts and for internal distribution of all incoming materials. Monitors quality of express mail service and verifies billing accuracy. Continually updates and revises delivery methods i.e. chooses appropriate means of conveyance and conducts competition to minimize costs. Manages expendable supplies including maintenance of inventory, issuance of office supplies to CGFS Bangkok staff and requisition of office supplies from EMB/Property and Supply. Acts as Receiving Officer for GFS Bangkok purchases of equipment and services. Keeps track of property ID. Also acts as building maintenance liaison with Facilities Management and escort vendors and contractors.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of college or high vocational school;
- (2) Six months of administrative experience in office support function;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai and English. **The candidate's eligibility will be based on the ability to achieve the appropriate English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Experience with Microsoft software (Word, Excel, PowerPoint, etc);
- (5) Ability to drive a car and must possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM)s and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of Transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate the English Placement Test (EPT) that is conducted by the Regional Human Resources Office.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/24
Administrative Clerk

OPEN TO: All Interested Candidates

POSITION: Administrative Clerk, FSN-5; FP-9

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-5, THB 324,136 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-9 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in its Comptroller and Global Financial Service (CGFS) office located at 95 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

The incumbent is responsible for conveyance of checks, reports, etc. to CGFS Bangkok serviced posts and for internal distribution of all incoming materials. Monitors quality of express mail service and verifies billing accuracy. Continually updates and revises delivery methods i.e. chooses appropriate means of conveyance and conducts competition to minimize costs. Manages expendable supplies including maintenance of inventory, issuance of office supplies to CGFS Bangkok staff and requisition of office supplies from EMB/Property and Supply. Acts as Receiving Officer for GFS Bangkok purchases of equipment and services. Keeps track of property ID. Also acts as building maintenance liaison with Facilities Management and escort vendors and contractors.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of college or high vocational school;
- (2) One year of administrative experience in office support function;
- (3) Level III (Good working knowledge) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Experience with Microsoft software (Word, Excel, PowerPoint, etc);

(5) Ability to drive a car and must possess a valid Thai driver's license.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM)s and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of Transcript is required to be submitted with the application package.

(4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFM)s CAN substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

(5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

**** We will only accept applications by email. If you encounter a problem, please call the Regional Human Resources Office (02) 205-4991. Please do not attach a photo on an application form (DS-174) or resume that provides the same information found on the DS-174. If your photo is attached, your application will not be considered.****

CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/25 (T)
Visa Assistant

OPEN TO: All Interested Candidates

POSITION: Visa Assistant, FSN-7, FP-7 (Trainee Level)

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-7, THB 480,033 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-7 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Visa Assistant in its Consular Section (CONS), located on Wireless Road in Bangkok.

BASIC FUNCTIONS REQUIRED:

Incumbent serves as Visa Communications and Correspondence Coordinator for the visa unit. S/he prepares responses and replies to non-Congressional communications for both the nonimmigrant visa (NIV) unit and the immigrant visa (IV) unit. The incumbent performs responsibilities with minimal guidance from American officers and assists in the creation and maintenance of response templates to frequently asked questions. The incumbent also serves as the visa unit's primary translator for official and unofficial documents, website content, and outreach materials.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Liberal Arts majoring in English or bachelor degree in Communication Arts, Business Administration, Social Sciences, International Studies or Education with completion of at least 15 credit hours of English;
- (2) At least one year of prior experience in communications, public relations, or related field requiring expert use of written English skills in an English-speaking environment including providing advice about new work strategies in either the Thai government or a non-governmental organization (NGO);
- (3) Level IV (fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

- (4) Must complete or demonstrate ability to complete the Foreign Service Institute consular correspondence courses before being eligible for the full performance level;
- (5) Must have basic knowledge of general office procedures, mathematical skills, computer operation and Microsoft Office applications;
- (6) Must have ability to work well under pressure, and possess excellent organizational and time management skills.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION BY EMAIL TO:

Regional Human Resources Office

E-mail address: bkkrecruitment@state.gov with your name and vacancy announcement number and position title on the subject line. Submit one e-mail per one vacancy announcement number.

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CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/25
Visa Assistant

OPEN TO: All Interested Candidates

POSITION: Visa Assistant, FSN-8, FP-6

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-8, THB 574,907 per annum (Starting salary)

Not Ordinarily Resident (NOR): FP-6 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Visa Assistant in its Consular Section (CONS), located on Wireless Road in Bangkok.

BASIC FUNCTIONS REQUIRED:

Incumbent serves as Visa Communications and Correspondence Coordinator for the visa unit. S/he prepares responses and replies to non-Congressional communications for both the nonimmigrant visa (NIV) unit and the immigrant visa (IV) unit. The incumbent performs responsibilities with minimal guidance from American officers and assists in the creation and maintenance of response templates to frequently asked questions. The incumbent also serves as the visa unit's primary translator for official and unofficial documents, website content, and outreach materials.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Bachelor degree in Liberal Arts majoring in English or bachelor degree in Communication Arts, Business Administration, Social Sciences, International Studies or Education with completion of at least 15 credit hours of English;
- (2) At least one year of prior experience in communications, public relations, or related field requiring expert use of written English skills in an English-speaking environment including providing advice about new work strategies in either the Thai government or a non-governmental organization (NGO);
- (3) Level IV (fluent) speaking/reading/writing in Thai and English (must provide a copy of valid TOEIC score of **855** or higher with application, or application will not be considered);

- (4) Must have successfully completed the Foreign Service Institute consular correspondence courses;
- (5) Must have basic knowledge of general office procedures, mathematical skills, computer operation and Microsoft Office applications;
- (6) Must have ability to work well under pressure, and possess excellent organizational and time management skills.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of academic transcript is required to be submitted with the application package.
- (4) The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date. ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/26
Administrative Clerk

OPEN TO: All interested Candidates

POSITION: Administrative Clerk, FSN-6; FP-8

OPENING DATE: February 8, 2013

CLOSING DATE: February 21, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-6, THB 362,706 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-8 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Clerk in the International Law Enforcement Academy (ILEA) located on the Vibhavadi Road.

BASIC FUNCTION OF POSITION:

To provide a variety of training support assistance to the Executive Deputy Director and to serve as training coordinator for ILEA training programs. The incumbent coordinates and/or accomplishes all pre and post program logistical arrangements concerning ILEA student enrollment, ILEA notifications, Intra agency requests for assistance, support, training and student confirmations. These training programs are designed to meet the needs of International Law Enforcement Officers and other support functions.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) Completion of College studies;
- (2) One year of experience in administrative/clerical work and general office management;
- (3) Level IV (fluent) speaking/reading/writing in Thai and Level III (good working knowledge) speaking/reading/writing in English (must provide a copy of valid TOEIC score of **600** or higher with application, or application will not be considered);
- (4) Knowledge and skills in use of computer and up to date software, as well as audio visual equipment;
- (5) Must have a group leader with facilitation and delegation skills.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: February 21, 2013

FSN# 2013/27

Mail Clerk

OPEN TO: All Interested Candidates

POSITION: Mail Clerk, FSN-3; FP-BB

OPENING DATE: February 15, 2013

CLOSING DATE: February 28, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-3, THB 219,568 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-BB (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Mail Clerk in its Information Management/Mailroom office located at 120-122 Wireless Road, Bangkok.

BASIC FUNCTION OF POSITION:

Responsible for providing mail and pouch services to support all Embassy personnel. Duties include receiving and segregating mail, readdressing mail, maintaining records of all incoming accountable mail, dispatching and receiving daily pouches, operating franking machine, maintaining and being accountable for the mailroom inventory of Thai postage stamps. In addition, jobholder will be responsible for the inspection of all local Thai mail.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) High School Diploma is required;
- (2) One year of customer service experience in an office/clerical position;
- (3) Level II (Limited Knowledge) speaking/reading/writing in Thai and English **The candidate's eligibility will be based on the ability to achieve the appropriate English Placement Test (EPT) that is conducted by the Regional Human Resources Office;
- (4) Must know the basic operations of an office distribution;
- (5) Basic computer skill (Word processing software) is required.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (US EFM) and U.S. Veterans who are legally residing in the country will be given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of transcript is required to be submitted with the application package.
- (4) The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs CAN substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: February 28, 2013

FSN# 2013/28
Epidemiologist

OPEN TO: All interested Candidates

POSITION: Epidemiologist, FSN-12, FP-3

OPENING DATE: February 15, 2013

CLOSING DATE: March 7, 2013

WORK HOURS: Full-time; 40 hours/week

SALARY:

Ordinarily Resident (OR): FSN-12, THB 1,439,657 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-3 (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Epidemiologist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Working with the Director and the Associate Director for Research of the Thailand Ministry of Public Health (MOPH) – U.S. CDC Collaboration (TUC) and with representatives of the MOPH and other national and international counterparts (GOs, NGOs, INGOs and CBOs) to identify and prioritize areas of importance for HIV behavioral and epidemiological research and to implement, direct, guide and support this research technically and administratively.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Ph.D. degree (in Medical, Biological, or Social Sciences) with advanced public health training, or M.D. degree with either M.P.H./M.S. (Master's in public health or in epidemiology) or advanced scientific public health training;

(2) Minimum of ten years of progressively responsible work experience in clinical research, epidemiology, surveillance and public health practice is required. At least five of those years in a supervisory position for either clinical, research, or program settings demonstrating management experience for staff (coordinators and medical research technologist levels). Experience in an international setting or with an international organization is an advantage;

(3) Level V (Professional translator/interpreter) speaking/reading/writing in Thai and Level IV (Fluent) speaking/reading/writing in English (TOEIC score of **855** or higher). **The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;

(4) Five years of experience with HIV/AIDS care and prevention services and/or management of research programs;

(5) Must have a broad perspective and thorough knowledge of the principles and practices of epidemiologic, biomedical, or related scientific research, including facility with research design concepts and basic statistical methods and procedures.

ADDITIONAL SELECTION CRITERIA:

(1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.

(2) The candidate must be able to obtain and hold a security clearance.

(3) A copy of transcript is required to be submitted with the application package.

(4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.

(5) For non-Thai citizens, please also submit a copy of residence permit.

(6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

(1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or

(2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or

(3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus

(4) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: March 7, 2013

FSN# 2013/29

Administrative Management Specialist

OPEN TO: All Interested Candidates

POSITION: Administrative Management Specialist, FSN-10, FP-5(Step 5 thru 14)

OPENING DATE: February 15, 2013

CLOSING DATE: February 28, 2013

WORK HOURS:

Full or part time depending on availability of resources

Full-time; 40 hours/week

Part-time; minimum 16 hours/week

SALARY:

Ordinarily Resident (OR): FSN-10, THB 760,852 per annum (starting salary)

Not Ordinarily Resident (NOR): FP-5(Step 5 thru 14) (Position Grade to be confirmed by Washington)

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Bangkok is seeking an individual for the position of Administrative Management Specialist in its U.S. Centers for Disease Control and Prevention (CDC) Office, located at Soi Bamrasnaradura, Ministry of Public Health, Nonthaburi.

BASIC FUNCTIONS REQUIRED:

Serves as a Public Health Administrative Management Specialist to CDC Thailand Deputy Country Director. The incumbent provides management and analytical support for CDC's activities in Thailand and the Southeast Asia region. Provides expert analysis and evaluation of work processes and policies, management practices and work operations taking into full consideration complex policy, programmatic and management issues and problems. Position holder requires a good working knowledge of the organization and all program components.

QUALIFICATIONS REQUIRED:

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

(1) Completion of Bachelor Degree in the Social Sciences, Liberal Arts or Business Administration is required;

- (2) Five years of specific and progressively more responsible experience in the field of administrative management is required with at least three years of this experience with a US Government Agency, large firm(s), and/or other international organization(s);
- (3) Level IV (Fluent) speaking/reading/writing in English (TOEIC score of **855** or higher) **The candidate's eligibility will be based on the ability to achieve the appropriate English TOEIC score tested within two years of the application submission date;
- (4) Have advanced level of information about CDC and its role in public health, medical research, and disease control programs;
- (5) Must have strong proof reading skills, and strong focus on attention to detail.

ADDITIONAL SELECTION CRITERIA:

- (1) Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
- (2) The candidate must be able to obtain and hold a security clearance.
- (3) A copy of transcript is required to be submitted with the application package.
- (4) If short listed for an interview, a valid TOEIC score required prior to interview. The TOEIC must be taken within two years of the application submission date to be considered "VALID". ONLY EFMs can substitute a valid EPT score for the TOEIC score.
- (5) For non-Thai citizens, please also submit a copy of residence permit.
- (6) Do not attach a photo on DS-174 or resume.

TO APPLY:

Interested candidates for this position must submit the following for consideration of the application:

- (1) Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174); or
- (2) A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
- (3) A combination of both i.e. Section 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- (4) Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- (5) Any other documentation (e.g. TOEIC scores, essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

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CLOSING DATE FOR THE POSITION: February 28, 2013
